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Office of Security

28 MAY 1957

Chief, Records Management Staff

**Open Shelf Filing Equipment for Overt, Semi Covert and Covert
Security Case Files**

1. The attached brochure has been developed to present the key points of a shelf filing system which I believe will prove interesting to you. I base this assumption on the premise that by using shelf filing equipment all of the security cases that you now have on hand, plus all of the cases that are anticipated to be created during the next two years, can be maintained in 19% less floor than is now occupied by your present filing equipment. Filing efficiency has not been sacrificed in this plan. Experience gained in other government installations indicates that material can be filed and recovered at a faster rate with less fatigue when shelf filing equipment is used.

2. Attachment 1 presents an arrangement of shelf filing equipment which provides a total of 6,215 linear feet of filing space. Approximately 5,030 linear feet of this total will be required to house the accumulated Security Cases. The balance of 1185 linear feet has been included for record expansion purposes. You will note, the area to the right of the main corridor has been designated Area I and that the area to the left has been designated Area II.

3. The information shown in attachment 2 has been included to summarize the factors used in this proposal.

4. Attachment 3 depicts a front view of a section of open shelf filing equipment and a side view of a file cart equipped with a 10 inch step. This sketch is included primarily to show the over all height of an 8 shelf section and one means of servicing the shelf filed material. You will note that a shelf opening of 10 1/4 inches has been provided. This size opening is considered adequate for the letter size folder, which measures 9 1/2 inches high, that is used for your security cases. Vertical space has been allocated in this unit for a pull-out shelf which may be added at a later date should the need of a reference shelf develop. The file cart is a functional piece of equipment designed to transport security cases and to provide a 10 inch step to assist OS personnel in servicing the top shelf of the equipment. The 10 inch step brings the top shelf within a 5 foot 10 inch reaching span. The 10 inch step is attached to the file cart by a hinge that permits the step to come into firm contact with the floor when in use; however, when the step is not in use a spring raises the step to permit the file cart to be moved easily. I have not attempted to estimate the exact quantity of the file carts that may be needed by your personnel but I would assume that three or four file carts would suffice.

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Short one step stools or short light weight step ladders are desirable for use by personnel who required only one or two security cases for reference. The file cart is basically for use when a large quantity of cases are required.

5. Attachment 4 has been included to illustrate the general characteristics of an open shelf filing area and certain features of the open shelf filing equipment. This is the type of shelf equipment recommended to house the Overt, Semi Covert and Covert Security Cases.

6. The material in attachment 5 has been included to convey to you the features of the equipment recommended to house the "Special" Covert Security Cases. The unit is available with reinforced doors and bar locking devices to meet your security requirements. Nineteen of these sections will be required to maintain the current accumulation of these cases and to provide an estimated two year expansion factor.

7. In attachment 6 you will find a suggested work station to replace a portion of the executive type desks currently used by clerical personnel. By comparison, the work station will provide more usable work space than a desk because of the sorting rack attached to the table top. The table top plus the sorting rack provide approximately 12 square feet of organized work space compared to the 13.3 square feet of working surface available on the executive type desk. A work station occupies 6 square feet of floor space, compared to the 13.3 required for the executive type desk. A work station has another desirable feature. Because of its size it can be integrated with the ranges of shelving either in the middle or at one end of a range of shelving. This feature is desirable if you desire to locate your personnel with in the immediate proximity of the open shelf filing equipment. I have made no attempt to estimate the quantity of work stations that might be required since to do so would involve a study of work flow and personnel distribution which was not requested.

8. As a part of the conversion to open shelf filing equipment you will have to modify your present security case charge out and file guide systems. Attachment 7 contains examples of the available types of guides and charge out folders that would serve your purpose. Also the conversion will require the renumbering of the file folders so the identifying numbers will appear in the upper right hand corner of the folder. This placement of the number greatly facilitates the servicing of shelf filed material.

9. The method of financing the purchase of shelf equipment may be discussed at a later date after you have evaluated this proposal. I have estimated the cost of this proposed filing equipment conversion to be about \$20,710; however, the actual purchase price will be determined on a sealed bid basis.

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10. In view of the operational benefits that will accrue and the reduced floor space requirements to be derived by the use of shelf filing equipment, I feel that you should consider this proposal for immediate application. When I may be of further assistance to you or your staff, please do not hesitate to call me on extension 4285. I wish you would convey my appreciation to Mr. [REDACTED] for his 25X1A9a assistance to my staff members in developing the proposed equipment lay out.

[REDACTED] 25X1A9a

Attachment

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